



CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM	RELEASE DATE:	Thursday, June 13, 2013
POSITION TITLE:	Human Resources Director	FINAL FILING DATE:	Monday, July 8, 2013
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	06132013_2

POSITION DESCRIPTION

Under the general direction of the Chief Operating Officer, the Human Resources Director is responsible for providing leadership, management direction, and policy guidance to the Human Resources Division; Assisting the Chief Executive Officer (CEO), Chief Operating Officer (COO), Executive Team, and the 12- member Teacher's Retirement Board in the formulation, administration and continuing evaluation of CalSTRS Human Resources, organizational development, performance management, and diversity enrichment, programs and policies; and serving as the primary lead for execution of CalSTRS Workforce Plan. The HR Director has responsibility for several critical and highly visible programs: Equal Employment Opportunity, Personnel Services, which includes: classification, recruitment, selection, labor relations, payroll, benefits, diversity, workforce planning, executive and investment compensation, and operations, Organizational Development, which includes: change management, recognition, survey research and analysis, onboarding, training services, health and safety, and the Ethics Hotline.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more

consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional

qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

The Statement of Qualifications (SOQ) must specifically address the desirable qualifications listed below. It should be numbered in the same order listed, and include specific examples.

1. Experience directing critical human resources programs including: classification, selection, labor relations, payroll, benefits, diversity, workforce planning, compensation, change management, employee engagement, onboarding, training and health and safety.
2. Experience with overall policy development, guidance, implementation, and monitoring responsibility for various Human Resources program areas.
3. Experience working collaboratively with external control agencies such as the State Personnel Board, California Department of Human Resources, CalPERS and State Controller's Office to promote civil service reform through policy and legislative changes.
4. Experience representing a department before the legislature, control agencies, or other professional organizations on human resource issues.
5. Experience monitoring a Division's budget, promoting efficient and effective use of resources, and advocate for additional resources to meet strategic goals and objectives.
6. Experience advising high level or executive staff on matters relating to human resources, performance management, and organizational development.
7. Experience participating as a senior management sponsor, business lead or team member in enterprise-wide projects.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Human Resources Director**, with the **CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application, resume, and SOQ evaluation conducted by a designated screening committee. The screening committee will use predetermined evaluation criteria derived from the knowledge, skills and abilities, and desirable qualifications listed on this announcement, candidates should ensure they are thorough when describing their experience relative to the areas described. Interviews may be conducted with only the most qualified candidates. Applicants who do not submit a completed SOQ (details below) with their application will be eliminated from the examination process.

FILING INSTRUCTIONS

Applicants must file their application packages with the California State Teachers' Retirement System either in person or by mail at the address listed below. All application packages must be postmarked no later than 5:00 p.m. on the final filing date of July 08, 2013, to be considered.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM, Human Resources Branch,
Selection Services
100 Waterfront Place, West Sacramento, CA 95605
Amanda Smart | (916) 414-4933 | asmart@calstrs.com

ADDITIONAL INFORMATION

Prior to employment a background investigation (BI) will be conducted, which consists of a personal history statement and fingerprinting through the Department of Justice. The BI will check criminal and civil records and, if applicable, verify education and driving records. The position may be subject to the disclosure and disqualification requirements concerning economic conflict of interest in government work, pursuant to the CalSTRS Conflict of Interest Code and the Political Reform Act.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)